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*Motivate, Develop, Inspire*

**Victoria College**

**Fire and Emergency Evacuation Procedure**

**This information should be read in conjunction with “Emergency Evacuation Maps and Diagrams and Individual PEEPS”**

**If you see a fire:**

1. Upon noticing a fire, the staff member should activate a “break glass” alarm to set off the fire alarms.
2. Call 999 and begin to evacuate the building.

**Emergency Evacuation:**

**All staff on class:**

* Evacuate all students, staff and visitors by the nearest, safe exit.
  + Note that the nearest **SAFE** exit may involve choosing the widest, most accessible exit point.
  + Always check for heat, smoke and flame before moving through a door or to a new area. Be careful touching metal handles, they could be hot, feel for heat first.
  + There are smoke detectors throughout the college
  + If you cannot see flame, feel heat or smell smoke, you have time to hoist students into their wheelchairs before evacuating.
  + Go to the nearest evacuation point and await instruction from a member of SLT or Site Staff
  + Do not take your personal belongings with you.
  + Do shut doors behind you as you leave
  + Do take a two-way radio if you have one.
  + **SET 2 -way radios to channel 5**

**Staff in the hydrotherapy pool:**

* Get students out of the water. Wrap students and staff in towels and space blankets. Move to the medical entry foyer and await further instruction.
* Only move outside if you can see flame, smell smoke or feel heat.

**Other staff:**

* Help class staff to safely evacuate young people if you are nearby and have read and understand their PEEP
  + Exit the building quickly by the nearest safe exit.
  + Go to the nearest evacuation point and await instruction from a member of SLT or Site Staff
  + Ensure you observe the students carefully and inform the class teacher or nurse of any concerns, wrap in their fire blanket if they appear cold or in shock.

**Fire Marshalls, SLT and Site Staff:**

**All Fire Marshalls, SLT and Site staff should take 2-way radios (on channel 5) and wear high-visibility vests.**

* **Fire marshals meet at the fire panel to identify areas and contact emergency services as required. Allocate areas for sweeping and take radios.**
* Receptionist – take attendance records/signing in book, class and staff lists and 2-way radios to emergency Evacuation Point A (outside main entrance.)
* Receptionist will inform any visitors in the car park that an emergency evacuation is taking place, and ask them to remain at Evacuation Point 1.
* Fire Marshals –Take a 2-way radio. Sweep building and communicate areas as clear or not.
* One fire marshall/Hof C to remain at fire panel (if safe to do so and coordinate evacuation) if not safe from front of college.
* Fire Marshall/Receptionist to radio in any missing staff/students to check with staff students at the meeting point in front of the building.
* The fire brigade must be informed that 2 oxygen tanks are stored on site in the medical room. One to the left of the door as they enter and one to the right, behind the door.

**When the building is clear:**

* The Head of College will liaise with the Site Manager as to whether it is safe to re-enter the building.
* If safe, the Head of College or Site Manager will radio Evacuation Points and advise it is safe to return to college.

**If there is a fire or other danger:**

* If there is a fire or any other incident that renders it unsafe to return, Head of College/Receptionist/Site Manager will call the fire brigade if not already contacted.
* Head of College will ask each member of SLT and Fire Marshall, to carry out a full roll call of staff and students at each Evacuation point so that anyone missing can be identified
* The H of C will liaise with Site Manager to determine whether people need to move to secondary marshalling points (location depends on nature and severity of danger) and will convey this information via 2-way radio.

**When the danger has passed:**

* The H of C or Site Manager will announce to each evacuation point that it is safe to return
* Members of SLT and Fire Marshals will be dispatched to physically check that all evacuees know it is safe to return.
* SLT, Fire Marshals and Site Staff will de-brief after the incident and identify any areas needing improvement.
* Reports will be written and shared with unions, SLT and Trustees

| **Date accepted by Trustees: 28/9/2023** |
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| **Signed:** |
| **Chair of Board: John Rodway** |
| **Date for Review: September 2025** |